



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Auditor-Controller
Chief Administrative Officer
Chief Information Officer
Director of Consumer Affairs
Director of Community and Senior Services
Director of Personnel

At its meeting held May 2, 2006, the Board took the following action:

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The following statement was entered into the record for Supervisor Burke:

“The County of Los Angeles’ increased reliance on information technology to manage our human resources requires that all confidential employee information be adequately stored in order to prevent unauthorized access that could lead to identity theft. Unfortunately, a recent incident at the Department of Community and Senior Services (CSS) has highlighted what appears to be a serious flaw in our policies and practices of maintaining confidential employee records on portable laptop computers and other devices. Specifically, a CSS laptop containing confidential employee records was recently stolen – giving rise to the potential for abuse of the sensitive data which it contained.

“While to date no specific acts of identity theft have been attributed to this occurrence, the incident does raise several issues pertaining to the County’s policies for maintaining sensitive information in a format that is easily portable. For example: Should any confidential employee records be stored on portable computers as opposed to permanently secured equipment? Should off-site access be strictly limited to secure web or dial-in access instead of confidential records residing on a portable device? Should such data be encrypted to prevent unauthorized access in the event of loss or theft of the equipment? Is there a standard Countywide policy as it pertains to access, storage and portability of confidential employee and other individual records?

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“Given the possible magnitude of harms that might result from the breach of confidential employee records and information, it is imperative that the County carefully examine its policies to prevent and/or mitigate the possibility of future breaches.”

Therefore, at the suggestion of Supervisor Burke, and on motion of Supervisor Knabe, seconded by Supervisor Antonovich, unanimously carried (Supervisor Burke being absent), the Board took the following actions:

1. Instructed the Chief Administrative Officer, Chief Information Officer, Auditor-Controller, Director of Consumer Affairs and the Director of Personnel to jointly review existing County policies pertaining to the storage and portability of confidential employment records in order to assess the potential for breach and/or unauthorized use with the assessment to include, but not be limited to, the development of rapid response credit bureau reporting protocols, as appropriate, in the event of theft or loss of confidential data;
2. Instructed the Director of Community and Senior Services (CSS) to review the recent incident involving the breach of confidential employee records at CSS in order to develop a corrective action plan, including, but not limited to, any disciplinary action(s), if appropriate, and employee training on the subject matter of handling confidential records; and
3. Instructed the Chief Information Officer, Auditor-Controller, Director of Consumer Affairs, Director of Personnel and Director of Community and Senior Services, with oversight by the Chief Administrative Officer, to report back to the Board within 30 days with findings and recommendations to improve the security of confidential employee (and other individual) records relevant to the issues described herein.

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Each Supervisor
County Counsel